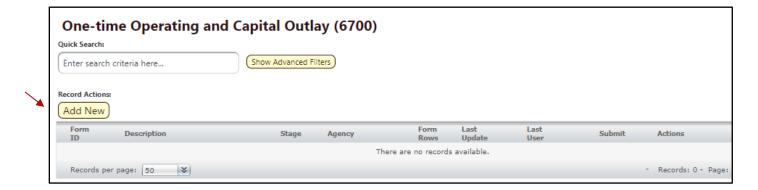## One-Time Operation & Capital Outlay (6700)

Initiator: Any budget employee
Reason: To fill out the necessary forms in the budget.

This form captures the data that will flow through to the One-time Operating Exp & Capital Outlay report (B7). One-time Operation and Capital Outlay (6700) Budget Form will allow agencies to prioritize all the needed replacement and maintenance purchases in one form.

Selecting this form will bring up the Summary Overview Screen. Agencies should have just one Parent Transaction to submit that can prioritize all Agency needs.

Select "**Add New**" to start creating the Parent Transaction.

Select the appropriate **Stage** and the appropriate **agency** (the users must select their agency from the magnifying glass).

Select Save when complete.

Once saved, the system will bring up the Header Tab.

Header Tab:
No narrative is needed for this Budget Form. The Name of the Parent Transaction should be the appropriate Agency name.

Budget Form Header

[Comment History] [Comment] [Submit]   [Close]

Instance ID	Form Definition	Definition Name	Name	Agency
3324	6700	One-time Operating and Capital Outlay (6700)	State Treasurer	150

Stage Code:*
6701
Stage 1

Agency
150
State Treasurer

Header	One-Time Requests	Attachments

Name:* State Treasurer   [Save]

Analyst's Comments:

Note: The Analyst Comments text field is reserved for the Analyst and should not be used for agency comments.
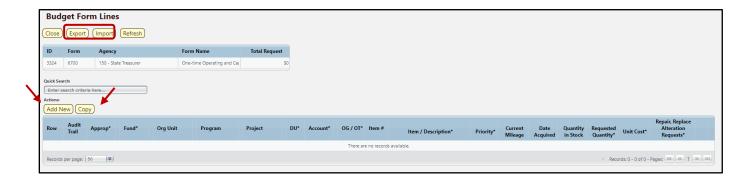
One-Time Requests:

Select the **One-Time Requests Tab**.

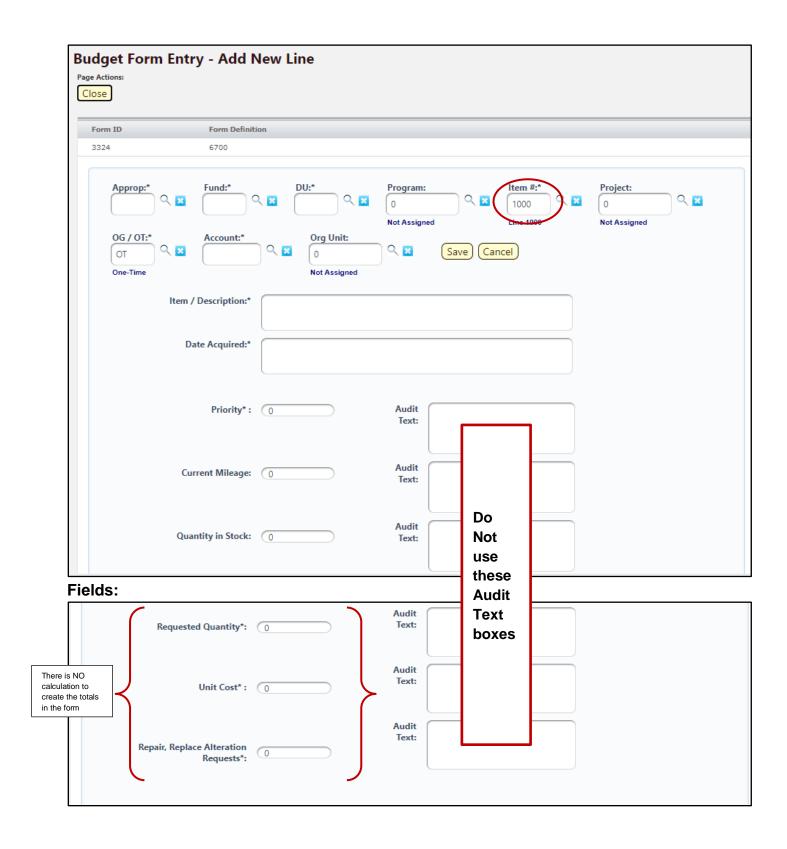This will open up the screen below where requests can be entered and prioritized.

There are three options:
1. Add items line by line using the "Add New".
2. Add items line by line by using the "Copy".
3. "Export" and "Import" a list of items and priorities.

Add New will bring up the Budget Form Entry – Add New Line screen below. This screen has several fields that will not fit on one screen view, so be sure to scroll down to see all the fields, and to fill in all the applicable fields as necessary.

Budget Form Entry - Add New Line

Page Actions:

[Close]

Form ID	Form Definition
3324	6700

Approp:* 🔍 ❌   **Fund:*** 🔍 ❌   **DU:*** 🔍 ❌   **Program:** `0` 🔍 ❌   **Item #:*** `1000` 🔍 ❌   **Project:** `0` 🔍 ❌

Not Assigned   Line 1000   Not Assigned

OG / OT:* `OT` 🔍 ❌   **Account:*** 🔍 ❌   **Org Unit:** `0` 🔍 ❌   [Save] [Cancel]

One-Time   Not Assigned

Item / Description:*

Date Acquired:*

Priority* : `0`   **Audit Text:**

Current Mileage: `0`   **Audit Text:**

Quantity in Stock: `0`   **Audit Text:**

Do Not use these Audit Text boxes

Fields:

Requested Quantity*: `0`   **Audit Text:**

Unit Cost* : `0`   **Audit Text:**

There is NO calculation to create the totals in the form

Repair, Replace Alteration Requests*: `0`   **Audit Text:**

Luma

1. **Approp** – Fill in the desired appropriation unit. The list is provided in a dropdown if necessary.
2. **Fund** – Select the fund using the dropdown or by typing in the box.
3. **DU** – For the 10.3x series, there is a counter provided on this dropdown; the 10.31, 10.32, etc. is in the "add new line" screen for agencies to have the ability to separate different requests by DU number. These will show up together on the same budget form and/or report. This is why the counter is not on the Header tab as it is on other budget form counters.
4. **Program** – This is an optional field. If not utilizing the field, leave the zero in place.
5. **Item #** – Items will need to be assigned an individual Items# so that if the item(s) utilizing the same accounting string (Approp., Fund, DU, and Account) do not roll-up and sum the lines together. If this occurs, it will also replace the Item/Description made to the last entry. Items needing to be placed together, for example; a pick-up with a hard-top cover, can have the same Item # so that the Analyst understands that the requests are together.
6. **Project** – This is an optional field. If not utilizing the field, leave the zero in place.
7. **OG/OT** – The only selection is One-Time (OT).
8. **Account** – Add the appropriate summary account.
9. **Org. Unit** – This is an optional field. If not utilizing the field, leave the zero in place.
10. **Item/Description** – This is the narrative on what is being requested.
11. **Date Acquired** – If this information is available, place it in this text field. If not, provide an explanation.
12. **Priority** – This can be filled out at a later time and the ability to pencil edit as the final decisions are being made.
13. **Current Mileage** – This will need to be provided for requests for vehicle replacements.
14. **Quantity in Stock** – Provide this number if asking for replacements or an increase to stock-on-hand.
15. **Requested Quantity** – How many items are being requested.
16. **Unit Cost** – This is the individual price per unit.
17. **Repair, Replace Alteration Requests** – Total price of what is being asked for.
    - **Note**: The system will NOT calculate the total price with the requested quantity and unit cost. This is a manual entry. If agencies are importing their lists, formulas in the spreadsheet can be created to calculate the extended price. When uploading the spreadsheet, the totals will be carried forward to the Budget Form. Once all the information has been entered and saved.

The "Copy" option will fill-in all of the fields only as demonstrated below and the rest of the form will need to be filled in with the new request.

Note: There are no mathematical checks in this form. It will be up to the agencies to ensure the correct amounts are populated in the request.

All of the fields that are filled in can be edited.

The entry will appear in the line item detail on the Detail tab.

Note: There is no line item delete, so if a mistake is made, either zero out the line item or delete the parent transaction and start over.

The Detail tab above shows the adding of the new additions, priorities revised with the new addition, and the correction of the sum totals as well as the update in the Description from the Pencil edit.

Once Save All is selected, the Detail will update including the totals at the top of the form.

Attachment Tab:
As with most of the forms in Luma Budget, the Attachment Tab is available to attach any documentation, such as bids or estimates for any of the requests on this form.

Result
You have successfully completed the One-Time Operating & Capital Outlay (6700).

For additional training, please visit the SCO website and Luma training in the Training tab.

Date: April 9, 2021
Version 1